EDUCATION ASSISTANCE PROGRAM

SURVEY

Company
Name: __Oak Ridge Associated Universities__

Contact
Name: _Ann Rigell_____

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Does your company offer an Education Assistance Program?   No ____   Yes _X__

If your answer is "Yes," please answer the following questions:

1. Who is eligible to participate in your Education Assistance Program? *(Check all appropriate boxes, and fill in the parentheses if applicable.)*

yes	*Regular full-time employees Eligible from date of employment*	NO	*Temporary part-time employees*
yes	*Regular part-time employees Eligible after 12 mos of employment*	See info to left	*Employee must have completed ( ) months of active employment prior to starting the program*
yes	*Temporary full-time employees Eligible if on appointments of up to 1 yr*	NA	*Employee agrees to complete ( ) months of active service following completion of the program*

Please list other personnel eligibility requirements (if applicable) _*for temporary and part time regular employees, the courses must directly relate to the work they are doing. For regular full time employees, courses must relate to the work that ORAU does, but does not have to relate to an individual's own duties.*
   _____
   _____

2. Is your program a "reimbursement" or "prepayment"?
   __X_ Reimbursement ____ Prepayment *(If you checked Prepayment, please explain the process you use.)*
   _____
   _____
   _____
   _____
   _____

3. Do you have class grade requirements? (For example, a minimum of a "C" for undergraduate course?) ____ No ___X Yes *(If yes, please specify.)*
   _If the college accepts the grade as satisfactory completion, then we will also. We will not pay for the same course twice.
   _____
   _____

4. For employees pursuing a Masters degree, do you reimburse for masters' thesis/project credits while the thesis/project is in work (and all other coursework has been completed)? Or do you wait to reimburse until the thesis/project is successfully completed?
   ___ Reimburse while in work   __X_ Wait until successfully completed

5. Do you have limits on the dollar amount to be paid/reimbursed (i.e., $5000/year)?
    __X_ No ____ Yes *(If yes, please specify.)*
    _It is up to the manager. Sometimes they may put limits on the amount they will/can reimburse. Our policy reads that we will reimburse "up to 75% of the cost of the course, books, and required fees"
    _____

6. What education expenses are eligible under your program for payment/reimbursement? *(check all that apply)*

__X_ Application Fee	____ CLEP Fee	__X_ Technology Fee
____ Assessment Fee	__X_ Graduation Fee	__X_ Tuition
__X_ Books	__X_ Lab Fee	____ Other(s) _____
____ Campus Parking	____ Late Fee	_____
____ Childcare	__X_ Required Supplies	_____

7. Do you have criteria for approving courses of study (i.e., business/job relevance)?
    ____ No __X__ Yes *(If yes, please explain.)*
    _please see comment in #1
    _____
    _____
    _____

8. Do you have criteria for selecting colleges/universities (i.e., accreditation, location)?
    ____ No __X__ Yes *(If yes, please explain.)*
    _If taking courses for a degree, the college or university must be accredited. We do allow employees to use educational assistance for courses that do not lead to degrees, and in those cases, there just has to be some way for the employee to show that they successfully completed the course.
    _____
    _____

9. Do you allow distance learning or correspondence?
    ____ No __X_ Yes *(If yes, please explain your critieria.)*
    ___If the course is at an accredited university or college_____
    _____
    _____

10. Do you allow employees to use company time to attend classes?
    __X_ No ____ Yes *(If yes, please explain.)*
    _The premise of our educational assistance is that the course work is done on the employee's own time.
    _____

11. Do you allow employees to use company equipment (i.e., computers, printers) for completing their course work?
    ____ No __X_ Yes *(If yes, please explain.)*
    __Sometimes, but when they are not on company time._____
    _____
    _____

12. Do you use an automated system for the employee to request reimbursement?
    __X_ No ____ Yes (If Yes, please answer the next few questions.)

13. Does the automated system include electronic signature? ____ No ____ Yes
    _____
    _____
    _____
    _____
    _____

14. If you use an automated system, is it home-grown or a commercial product (COTS)? (Please circle one.) If a COTS, what product is it?
    _____
    _____

15. Is there anything else that you would like to tell us about your Education Assistance Program?
 _One more thing. We reimburse 75% of the fees at the time of successful completion of the course(s). If an employee remains at ORAU for a year following the attainment of a degree or diploma, we will reimburse the other 25% of the costs.

_____Thanks for giving us a chance to participate. I will look forward to the compilation of the data.
_____
_____

Thank you for participating in our survey!   We appreciate you taking the time to answer these questions. We will be summarizing the data gathered and post the results to the FMSIC web site.